Microsoft (MS) Teams Basics crib sheet

NHS Digital has introduced measures to support remote working across the NHS in response to the recent Covid-19 outbreak. All organisations using NHSmail are being enabled for Microsoft Teams.

This quick guide is designed to get you started with MS Teams and is not exhaustive. For more information and guidance on MS Teams please look on the NHS Portal.

The MS Teams Icon should appear on your desktop, if not, click on this link log in via the internet with your nhs.net email and password then you can download the MS Teams Desktop App from there. You can also download the MS Teams App to mobile phones and personal devices such as home laptops and PCs.
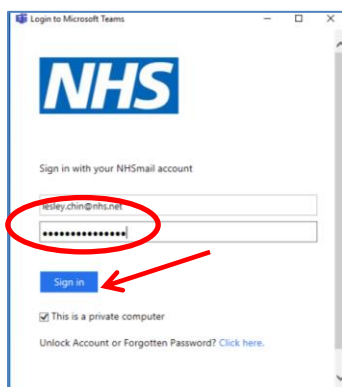
To log into MS Teams via the Desktop Icon:

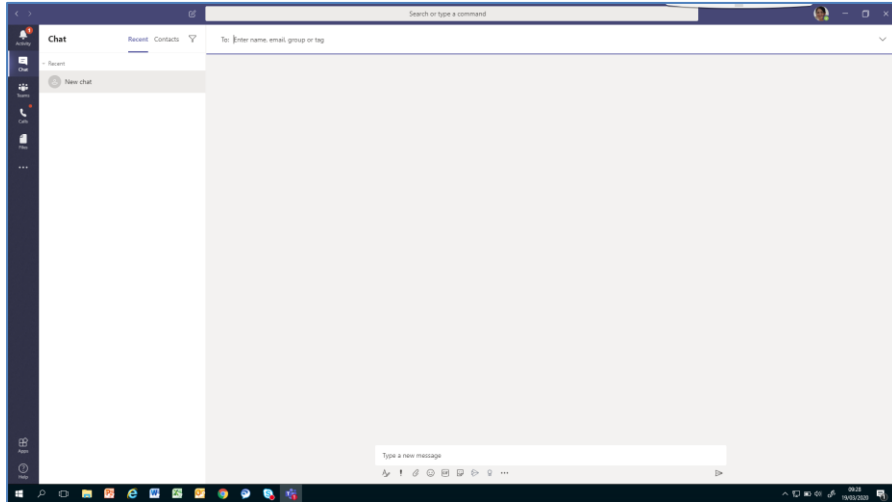

Click on the MS Team Icon
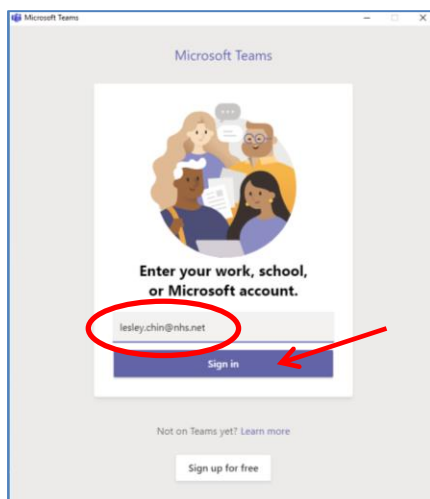
The App will open. Type in your nhs.net email address, and then click Sign in.

If you require any general support with the initial set up of MS Teams, please contact lesley.chin@nhs.net or call 07766 905859
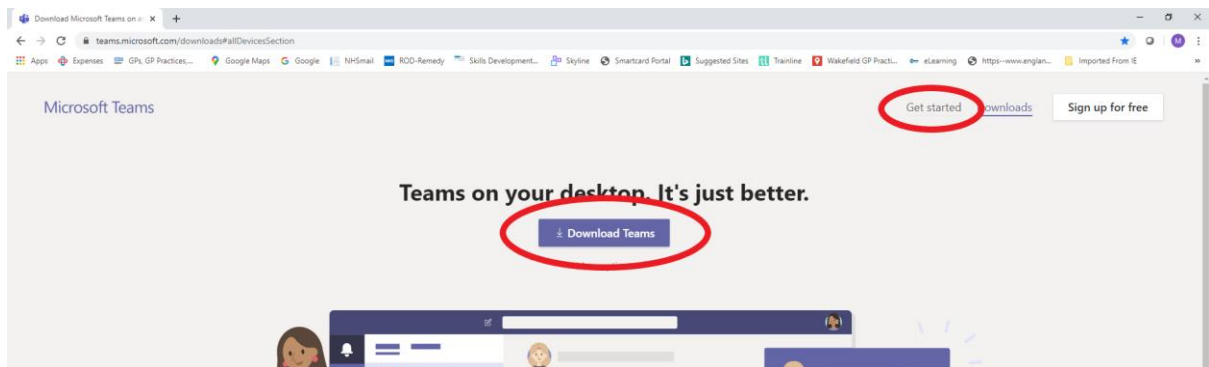
Type in your nhs.net password and click Sign in.

This then opens MS Teams.

To log in via the internet

Click on this link to access MS Teams via the internet and download the Desktop App.

Click to download the App or click Get Started to sign in.

To sign in, type in your nhs.net address and password, and click sign in.

Choose whether you wish to stay signed in or not. NB: as with the NHS Portal, you will be logged out after a period of inactivity.

Functionality

The current functionality provided with MS Teams is:
- Chat (to colleagues on NHSmail)
- Audio Calls (to colleagues on NHSmail)
- Video calls (to colleagues on NHSmail)
- MS Teams Meetings via Outlook (can include colleagues not on NHSmail)
- One Note/PowerPoint/Excel/Word
- Document storage

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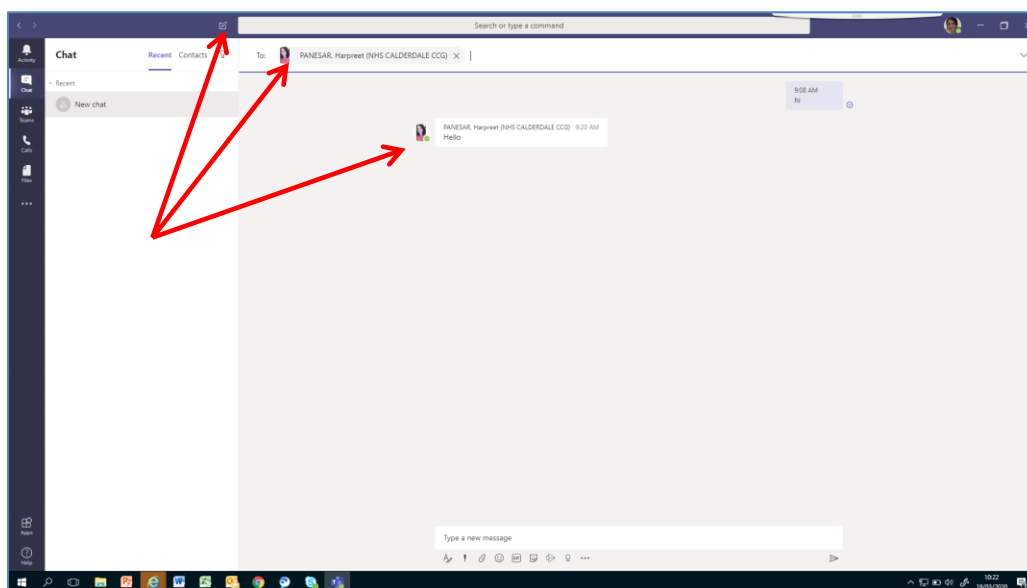
The Teams functionality may be introduced at a later date.

Navigating MS Teams
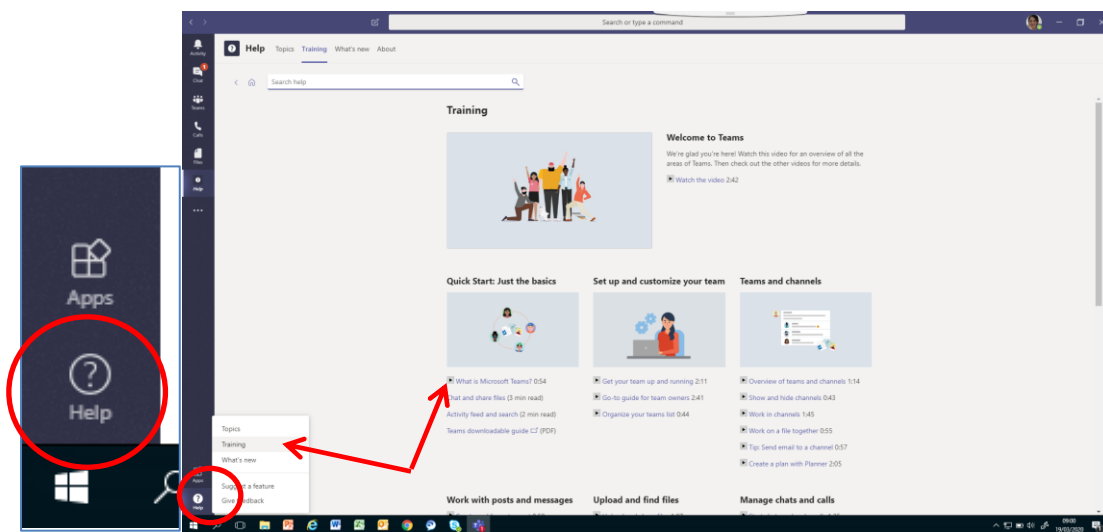
The most important button when getting started with MS Teams is the Help button located bottom left of the screen. Click Training and here you will find a series of helpful videos on how to use MS Teams. And remember there is also information on the NHS Portal.

Starting a Chat

To start a chat with a colleague, click on the chat icon, search for your colleague, and providing they are logged on, you can start a chat. Right click to add your colleague to your favourites list. This makes it easier to contact them in the future.
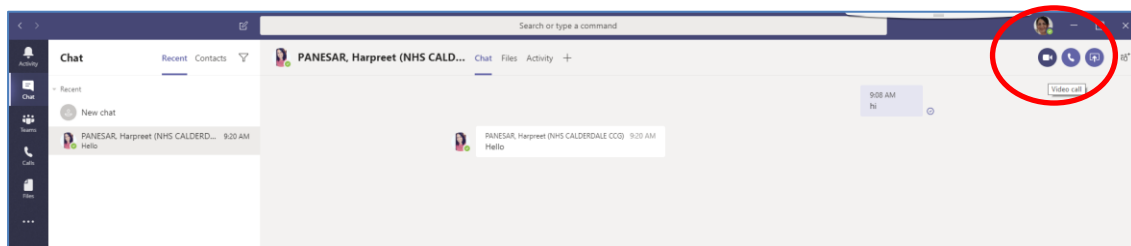
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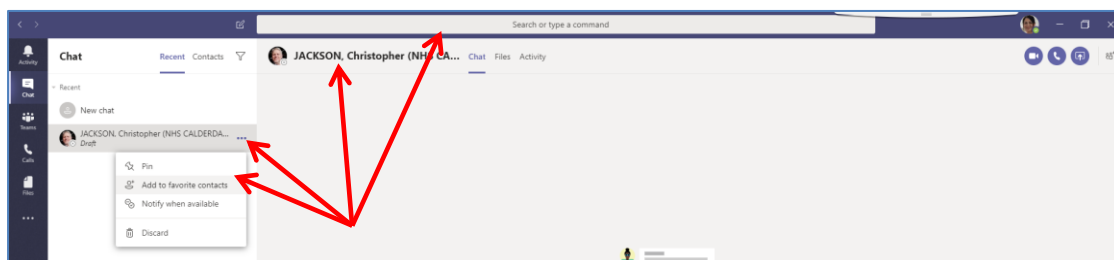
Making a Call
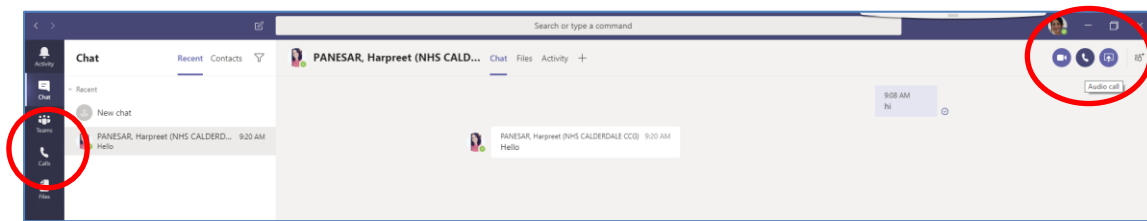
To make a call, click on the Call button, find a colleague and call, or from within a chat, click on the call button at the top of the screen.
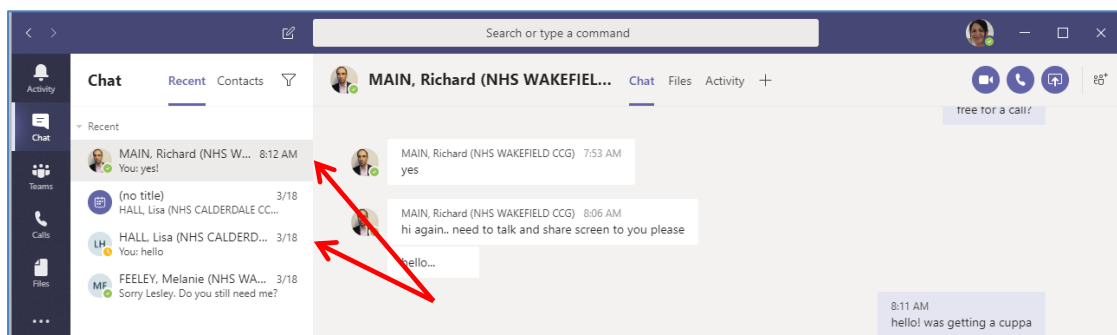
Making a Video call

From within a chat, select the Video Call button at the top of the screen.
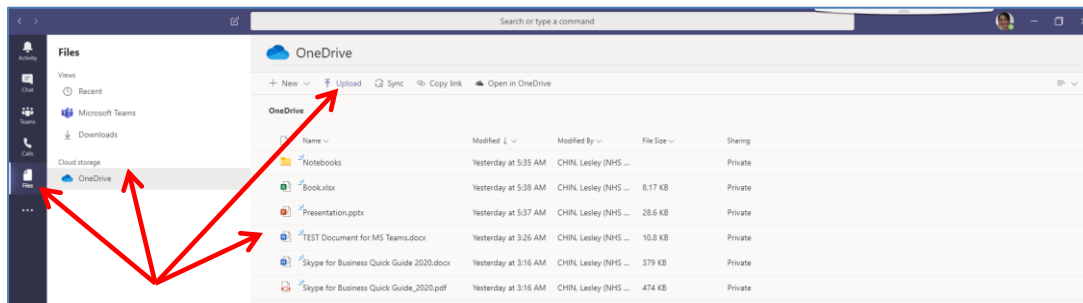
Adding a Contact

To add contacts, find a contact in the search box, select the correct one, right clock and add to Favourite contacts.
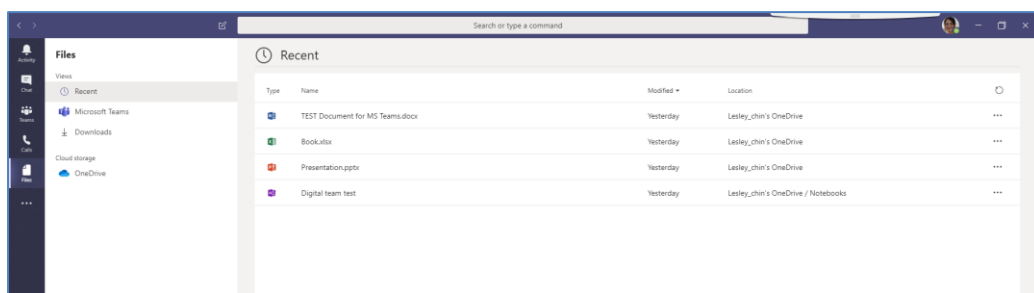

Your Favourite contacts will now appear in the Chat view, along with the chat history.

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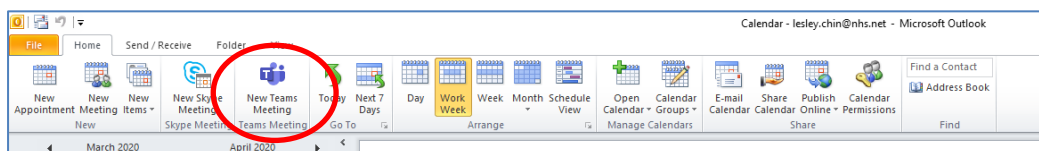
Uploading Documents

To upload a document, Click on Files, OneDrive and Upload. Select the desired document to upload. Uploaded documents will then appear in the list on the right.
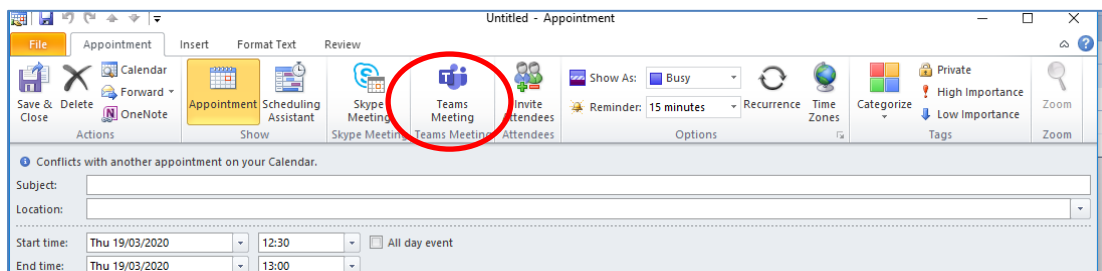

For sharing files, watch the Upload and share files video in the help section.
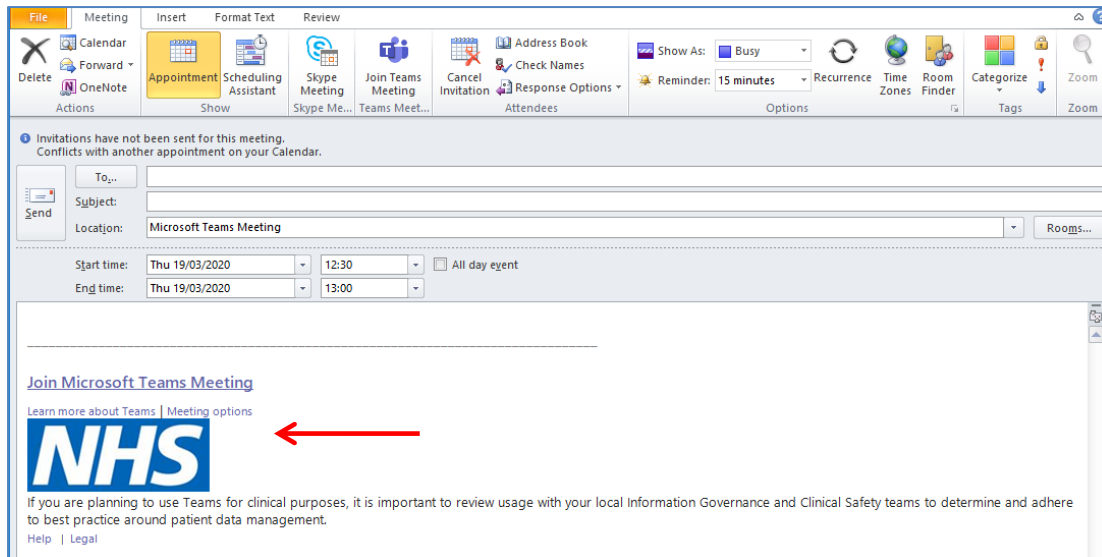
MS Teams Meetings via Outlook in Outlook

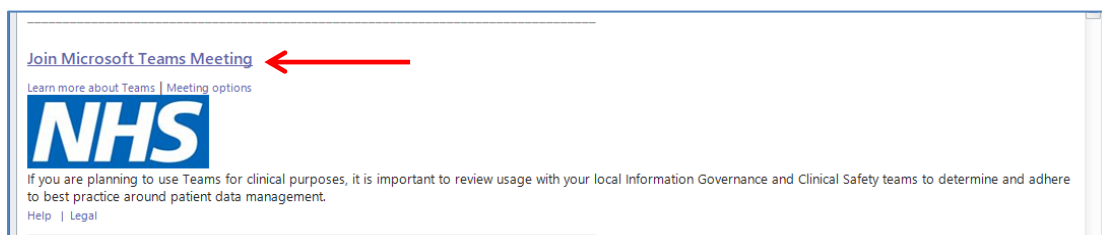To create an MS Teams Meeting in Outlook, go to Calendar, and click on New Teams Meeting

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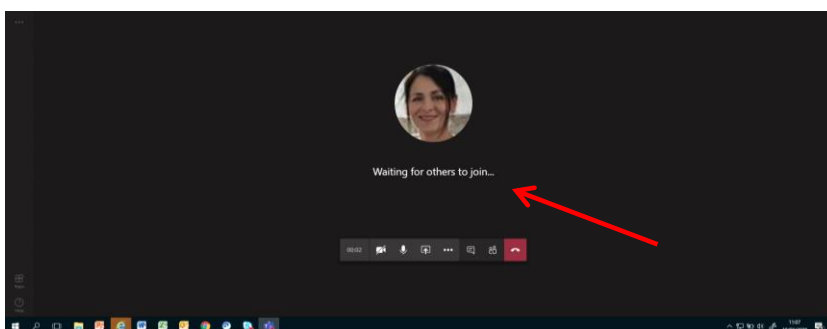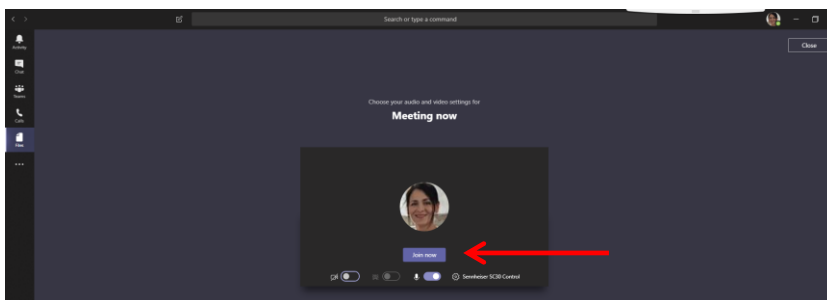
The Teams join in details link will appear in the meeting request. Complete the details and send.

Joining a Teams Meeting

Click join Microsoft Teams Meeting, select a browser, click ok.

Click open Microsoft Teams, and click Join now. You will now be in the meeting.

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